



District Goals & Action Plans Submission Tutorial

Between November 2017 and April 30, 2018, 1st Vice District Governors/District Governors-elect (1st VDGs/DGEs) will:

- Establish district goals and action plans
 - The 1st VDG/DGE will establish district leadership development, membership development, service impact and LCIF support goals and action plans by completing the DGE Online Assignments, attending the DGE MD Training & DGE Area Training and collaborating with the following current (fiscal year 2017-2018) Lion leaders:
 - Second vice district governor
 - District Global Action Team GLT/GMT/GST and LCIF coordinators
 - Multiple district Global Action Team GLT/GMT/GST and LCIF coordinators, where applicable
 - Global Action Team GLT/GMT/GST area leaders
 - Submit final goals and action plans to LCI
 - Once goals and action plans are final, 1st VDGs/DGEs will submit the district's goals and action plans to LCI using the [2018-2019 District Goals](#) web page. (*Available after January 29, 2018.*)
 - Request review and support of the district goals

The 1st VDG/DGE will request that the following current (fiscal year 2017-2018) Lions leaders review and provide their support for the district goals using the [2018-2019 District Goals](#) web page.

 - Second vice district governor
 - District Global Action Team GLT/GMT/GST and LCIF coordinators
 - Multiple district Global Action Team GLT/GMT/GST and LCIF coordinators, where applicable
 - Global Action Team GLT/GMT/GST area leaders

Online submission and review of district leadership development, membership development, service impact and LCIF support goals and action plans are **due April 30, 2018**.

Before submitting your goals and action plans, ensure you have the following items available.

1. Completed S.M.A.R.T. Goal and Action Template forms for each leadership development, membership development, service impact and LCIF support goal and action plan.
2. Your Lions Clubs International (LCI) member identification number. The 1st VDG/DGE is required to enter his/her member identification number in order to submit the district's goals and action plans. If you do not know your LCI member identification number, please contact your club secretary or DGE Seminar Group Leader for assistance.



District Goals & Action Plans Submission Tutorial

Submission process for leadership development, membership development, service impact and LCIF support goals and action plans

Note: All of the images shown in this tutorial reflect English examples. The [2018-2019 District Goals](#) webpages are available in standard Lions' languages.

Begin by accessing the [2018-2019 District Goals](#) webpage.

- Select the **Submit New Goals** link under “Goal and Action Plan Resources.”

Member Center > Lions > Global Action Team > 2018-2019 District Goals

2018-2019 District Goals

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Goal and Action Plan Resources

- Goal and Action Plan Timeline and Process
- FAQs for Goal Submission & Review and Support Process
- Goal Submission Tutorial
- Goal Review and Support Tutorial
- Membership Goal Worksheet
- S.M.A.R.T. Goal Template

Once you have finalized your district's leadership development, membership development, service impact & LCIF support goals and action plans, use the link below to submit your district's final goals and action plans to LCI.

Click the links below to:

- **Submit New Goals**
- Modify or Enter Additional Goals
- View or Print Goals
- Goal Review and Support
- Contact the Global Action Team Support Staff

District Goal Review and Support

District leadership development, membership development, service impact and LCIF support goals and action plans should be created in collaboration with the current DG team and respective Global Action Team MD coordinators, where

- Enter your LCI member identification number and the security code included on the form. The security code changes every time you access this page. Please enter the code as it appears on your specific webpage. Click **Next**.
- If your LCI member identification is not accepted by the system, please contact the [Global Action Team Support Staff](#).

2018-19 District Goals and Action Plans

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* Required

Please enter your Lions member id#

*Member #

Please enter this security code below:

9 8 7 2 9

This code must be entered to proceed with this form:

Next



District Goals & Action Plans Submission Tutorial

- You will be directed to a page where your name, Constitutional Area, Multiple District and District are displayed. Please verify that your name and district name are correct. If not correct, please contact the [Global Action Team Support Staff](#).
- At the bottom of this page, you will have the option to choose an area of focus to submit your district goals: Leadership Development, Membership Development, Service Impact and LCIF Support. Please note the Leadership Development, Service Impact and LCIF Support district goal templates are all the same. The Membership Development district goal template is different than the rest and follows the format of the Membership Goal Worksheet

From the menu below, please choose the area of focus for the district goals you would like to submit:

- Leadership Development
- Membership Development
- Service Impact
- LCIF Support

[Next](#)

Entering District Leadership Development / Service Impact / LCIF Support Goals and Action Plans

- 1) Enter the first goal statement, referencing Section 1 of the S.M.A.R.T. Goal and Action Plan template.
- 2) Enter your action plan for the goal statement (Section 2 of the S.M.A.R.T. Goal and Action Plan template).
 - a. Enter the first action step listed on your action plan.
 - b. Enter who is responsible for this action step.
 - c. To enter additional action steps, click the **Enter Additional Action Steps and Who is Responsible** link. Additional fields will appear. Up to 10 separate action steps and who is responsible entries may be recorded.

*Enter your District's Leadership Development S.M.A.R.T. Goal Statement
(Section 1 of your S.M.A.R.T. Goal and Action Plan template)

Action Plan For The Above Goal.
(Section 2 of your S.M.A.R.T. Goal and Action Plan Template)

*List the 1st specific action step necessary to achieve the above goal.
(Section 2a of your S.M.A.R.T. Goal and Action Plan Template)

*Who is responsible for this action step?
(Section 2a of your S.M.A.R.T. Goal and Action Plan Template)

[Enter Additional Action Steps and Who Is Responsible.](#)



District Goals & Action Plans Submission Tutorial

- 3) After all action steps have been entered, enter the target deadline for completing this goal.
- 4) Explain how we will know this goal has been accomplished.
- 5) To enter additional Leadership Development/Service Impact/LCIF Support Goals and Action Plans click the **Enter Additional District (Leadership Development/Service Impact/LCIF Support) Goals and Action Plans** link and repeat the above steps. The form allows for up to 10 goals and action plans to be entered.
- 6) Once the final District (Leadership Development/Service Impact/LCIF

*When is the target deadline for completing this goal?
(Section 2b of your S.M.A.R.T. Goal and Action Plan Template)

*How will we know this goal has been accomplished? *Be Specific.*
(Section 2c of your S.M.A.R.T. Goal and Action Plan template)

[Enter Additional District Leadership Development Goals and Action Plans](#)

Click "Submit" after entering your district's final leadership development goal and action plan.

Support) Goal and Action Plan has been entered, click **Submit**.

Entering District Membership Development Goals and Action Plan

- 1) Refer to your completed 2018-19 Membership Goal Worksheet and S.M.A.R.T. Goal and Action Plan templates. Type in your district's Invite for Impact quarterly goals and use the "Tab" button on your keyboard to move to the next field. The district's Invite for Impact Goal Statement will automatically calculate the Fiscal Year total.
- 2) Enter your action plan for the goal statement (Section 2 of the S.M.A.R.T. Goal and Action Plan template)
 - a. Enter the first action step listed on your action plan
 - b. Enter who is responsible for this action step.
 - c. To enter additional action steps, click the **Enter Additional Action Steps and Who is Responsible** link. Additional fields will appear. Up to 10 separate action steps and who is responsible entries may be recorded.

*Enter in your district's invite for impact goal for each quarter:

1st Quarter Goal

2nd Quarter Goal

3rd Quarter Goal

4th Quarter Goal

Fiscal Year Goal

[Your District's Invite for Impact Goal Statement](#)

By June 30, 2019, the district will add a total of members, including transfer, and re-instated members.

[Enter the Action Plan for the Above Goal](#)

*List a specific action step necessary to achieve the above goal.
(Section 2a of your S.M.A.R.T. Goal and Action Plan Template)

*Who is responsible for this action step?
(Section 2a of your S.M.A.R.T. Goal and Action Plan Template)

[Enter Additional Action Steps and Who Is Responsible.](#)



District Goals & Action Plans Submission Tutorial

- 3) After all action steps have been entered, enter the target deadline for completing this goal.
- 4) Explain how we will know this goal has been accomplished.
- 5) A Summary of Annual Membership Goals will automatically populate based on the data submitted in your goal statement.
- 6) Click **Next** to Save the Invite for Impact Goal. You will automatically be directed to the New Club Goal page.
- 7) Repeat the above steps to enter New Club Goal, Women Members Percentage Goal & Retention Goal
- 8) Once the final District Membership Development Goal and Action Plan has been entered, click **Submit**.

***When is the target deadline for completing this goal?**
(Section 2b of your S.M.A.R.T. Goal and Action Plan Template)

How will we know this goal has been accomplished? *Be Specific.
(Section 2c of your S.M.A.R.T. Goal and Action Plan template)

Summary of Annual Membership Goals:

Invite For Impact Goal	
New Clubs Goal	
Charter Members Goal	
Women Members Percentage Goal	
Retention Goal	
Net Membership Growth Goal	

Click "Next" to Save This Goal and to Enter the New Club Goal

Next

To Modify or Enter Additional Goals and Acton Plans

- From the [2018-2019 District Goals](#) webpage, you may modify existing goals and action plans and/or enter additional goals and action plans. Click on the **Modify or Enter Additional Goals** link for the Leadership Development, Membership Development, Service Impact or LCIF Support goals and action plans.

Member Center > Lions > Global Action Team > 2018-2019 District Goals

2018-2019 District Goals

- Global Action Team Structure
- Global Action Team Resources
- 2017-2018 Global Action Team Development Plans and Progress Reports
- Global Action Team Multiple District Coordinator Operating Budget
- Global Action Team District Coordinator Operating Budget
- GLT Toolbox
- Global Leadership Team Toolbox
- GMT Toolbox
- GST Toolbox

2018-2019 District Goals

Goal and Action Plan Resources

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- Goal Submission Tutorial
- Goal Review and Support Tutorial
- Membership Goal Worksheet
- S.M.A.R.T. Goal Template

Once you have finalized your district's leadership development, membership development, service impact & LCIF support goals and action plans, use the link below to submit your district's final goals and action plans to LCI.

Click the links below to:

- **Submit New Goals**
- **Modify or Enter Additional Goals**
- View or Print Goals
- Goal Review and Support
- Contact the Global Action Team Support Staff

District Goal Review and Support

District leadership development, membership development, service impact and LCIF support goals and action plans should be created in collaboration with the current DG team and respective Global Action Team MD coordinators, where



District Goals & Action Plans Submission Tutorial

- Enter your LCI member identification number and the security code included on the form. The security code changes every time you access this page. Please enter the code as it appears on your specific webpage. Click **Next**.
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2018-19 District Goals and Action Plans

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* Required

Please enter your Lions member id#

*Member #

Please enter this security code below:
9 8 7 2 9

This code must be entered to proceed with this form:

Next

- At the bottom of this page, you will have the option to choose an area of focus to submit your district goals: Leadership Development, Membership Development, Service Impact and LCIF Support. Please note the Leadership Development, Service Impact and LCIF Support district goal templates are all the same. The Membership Development district goal template is different than the rest.

From the menu below, please choose the area of focus for the district goals you would like to submit:

- Leadership Development
- Membership Development
- Service Impact
- LCIF Support

Next

- Once choosing your desired option, all goals and action plans previously submitted within that focus area will automatically appear. Edit the existing goals and action plans as necessary by clicking the **Modify This Goal and Action Steps** link or the **Add a New Goal and Action Plan** link.



District Goals & Action Plans Submission Tutorial

Enter your District's Leadership Development S.M.A.R.T. Goal Statement

List the 1st specific action step necessary to achieve the above goal.

Who is responsible for this action step?

When is the target deadline for completing this goal?

How will we know this goal has been accomplished?

[Modify This Goal and Action Steps](#) ←

[Add A New Goal And Action Plan](#) ←

- Click **Submit** (at the bottom of the page) when complete.

To View, Print or Check the Confirmation Status of Submitted Goals and Action Plans

- From the [2018-2019 District Goals](#) webpage, click on the **View or Print Goals** link under “Goals and Action Plan Resources.”

Member Center > Lions > Global Action Team > 2018-2019 District Goals

2018-2019 District Goals

[Print](#) [f](#) [t](#) [in](#) [p](#) [+](#)

Goal and Action Plan Resources

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- [Submit New Goals](#)
- [Modify or Enter Additional Goals](#)
- [View or Print Goals](#)
- [Goal Review and Support](#)
- [Contact the Global Action Team Support Staff](#)

District Goal Review and Support

District leadership development, membership development, service impact and LCIF support goals and action plans should be created in collaboration with the current DG team and respective Global Action Team MD coordinators, where



District Goals & Action Plans Submission Tutorial

In order to view the goals of every District in your Multiple District, select the Constitutional Area and Multiple/Single District using the drop-down fields and enter the security code included on the form. The security code changes every time you access this page. Please enter the code as it appears on your specific webpage. Click **Next**.

- 1st VDGs/DGEs may view their district goals, by entering their LCI member identification number and the security code included on the form. Click **Next**.

2018-19 District Goals and Action Plans

Print |

*Constitutional Area:

Please enter this security code below:
2 7 4 6 8

This code must be entered to proceed with this form:

[Next](#)

View only my goals

* Required

Please enter your Lions member id#
 *Member #

Please enter this security code below:
4 9 2 0 1

This code must be entered to proceed with this form:

[Next](#)

A new page will display the leadership development, membership development, service impact and LCIF support goals and action plans status for every district within your Multiple District. If you chose to only view your own goals, your goals will be the only one on the page.

District	Leadership Development	Membership Development	Service Impact	LCIF Support	Goal Review Status	View Goals
105 A	Not Submitted	Submitted	Submitted	Not Submitted	Not Available	View/Print



- Click on the **View/Print** button. A new page will open and display a printable version of your chosen district’s leadership development, membership development, service impact and LCIF support goals and action plans. Click on the **Print** button to print the goals and action plans.
- Contact the following Lions leaders and request that they review and provide their support for the district goals and action plans.



District Goals & Action Plans Submission Tutorial

Leadership Development	Membership Development	Service Impact	LCIF Support
Second Vice District Governor	Second Vice District Governor	Second Vice District Governor	Second Vice District Governor
District GLT Coordinator	District GMT Coordinator	District GST Coordinator	LCIF District Coordinator
Multiple District GLT Coordinator <i>(where applicable)</i>	Multiple District GMT Coordinator <i>(where applicable)</i>	Multiple District GST Coordinator <i>(where applicable)</i>	LCIF Multiple District Coordinator <i>(where applicable)</i>
GLT Area Leader	GMT Area Leader	GST Area Leader	Not applicable

Online submission and review of district leadership development, membership development, service impact and LCIF support goals and action plans are **due April 30, 2018**.

Note: The 1st VDG/DGE may enter a new goal or modify existing goals. The new and/or modified goal submission **will not require** the second vice district governor, Global Action Team district coordinators/LCIF coordinator, Global Action Team multiple district coordinators/LCIF multiple district coordinator and Global Action Team area leaders to repeat the goal review and support process.

Goal submission and review tutorials and FAQs will be available on the [2018-2019 District Goals](#) web page after January 29, 2018. Contact the [Global Action Team Support Staff](#) with any questions.